



# MINNESOTA JUDICIAL BRANCH

## State Court Administrators Office (SCAO)

### Questions & Responses for the 11/02/15 Staff Augmentation – IVR/IWR Business Analyst SOW

Responses posted on 11/09/15

No	Questions	Responses
1	We work with the State of WI on staff augmentation, and their process requires posting a requirement when they do already have someone in mind for a particular staff augmentation project. Does the MJB have this in their process, and if so, are we able to find that information or are you able to provide that information to us for this SOW?	This is not in our process and we do not already have someone in mind for this project.
2	The posting for this new position says it is in the Master Service Contract Resource Category: "System and Business Analyst". But, I don't see that position listed on our rate schedule (attached) or contract. I'm trying to determine which category to use so that we don't exceed the bill rate.	Please use category "Business Analysis" for this SOW
3	Where should the person who may authorize to bind the company sign? Is the signature on the cover page acceptable (along with the candidate and the company contact?)	You can attach a cover sheet that contains both the company contact signature and information as well as the candidate's signature or information. You can also have your candidate sign the resume. We just need to know that they are aware that they have been submitted for a position.
4	<p>A) In the submittal instructions, in the signatures portion you note that the proposal must be signed by the individual and an individual authorized to bind the firm. Do you mean that the consultant being proposed needs to sign the proposal?</p> <p>B) And if so, can you provide a little more information on why they need to sign the proposal?</p> <p>C) Would you consider changing the requirement to be just a signature from the vendor firm as our consultants work in the field, not in our office so getting their signature requires multiple scans.</p>	<p>A) Yes. See question #3 above.</p> <p>B) We just need to make sure that the company is authorized to submit a response on behalf of the individual, and that the individual is aware that their name is being submitted by the company.</p> <p>C) No.</p>
5	In the submittal instructions, in the Ink section you note prices and notations must be typed or	Yes.



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	printed in ink. Can I assume that printing them on a laser printer will fulfill the 'ink' requirement?	
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